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CITY OF KEENE

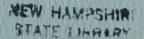
NEW HAMPSHIRE



ANNUAL REPORT

of the

Accounting Department
1959



REPORT OF ACCOUNTING DEPARTMENT FOR 1959

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REPORT OF ACCOUNTING DEPARTMENT FOR 1959

Keene, New Hampshire

GOVERNMENT IS A TRUSTEE

IT SHOULD RENDER AN ACCOUNT OF ITS STEWARDSHIP
IT IS NOT ONLY RESPONSIBLE FOR HONEST EXPENDITURES
OF FUNDS, BUT FOR INTELLIGENT EXPENDITURES AND, FOR
A WISER EXPENDITURE THAN IF THE FUNDS WERE LEFT IN
PRIVATE HANDS.

Tax Rate 1959
Total Assessed Valuation
Population

\$ 38.60 \$59,274,150.00 17,500

> Philip M. Patch, Comptroller Lucille, J. Gorges, Bookkeeper Dorothy E. Wyman, Payroll Clerk Rachel E. Giard, General Clerk

The Accounting Department prescribes and operates a set of general accounts embracing all financial transactions of the City.

All bills, invoices, and payrolls against the City are checked to determine regularity and legality before they are paid.

Monthly reports on all receipts and expenditures of the City are prepared and a detailed annual financial report is prepared for public use.

No department may expend more than is provided in the annual budget unless the City Council by resolution transfers money from another source to provide the needed amount.

I hereby submit the annual report of the Accounting Department for the year 1959 with detailed accounts of monies spent and received by the City together with reports reflecting the financial condition of the City.

Respectfully submitted, S/Philip M. Patch Philip M. Patch City Comptroller Keene, New Hampshire

STATEMENT OF CASH RECEIPTS FOR 1959

TAXES		
Poll Taxes Property Taxes, Current Property Taxes, Delinquent Head Taxes Head Tax Penalties	13,756.70 2,056,353.96 244,806.39 46,894.44 1,347.11	
Timber Taxes Tax Title Liens National Bank Stock	1,204.48 35,054.24 4,745.30	2,404,162.62
FROM THE STATE		
Railroad, 1958 Interest & Dividends Flood Control Savings Bank Gasoline Tax Refund Sealer of Weights & Measures State Forest Land	2,792.24 43,400.30 3,416.46 1,212.57 3,493.21 602.50 .89	54,918.17
DEPARTMENTAL INCOME		
Bicycle Registrations Sidewalks Sewer Cemetery - Annual Care & Burials	291.25 104.63 9,535.14 5,096.50	
Cemetery Lots Fire Inventory - Highway & Sewer Airport Parking Fines	5,670.00 130.00 954.70 5,102.32 7,548.00	
Health Dept. Library Book Fines	105.50 1,209.00	35,747.04
TRUST FUNDS		
Deluge Hose Fund Keene City Band Elliot Community Hospital Invalid's Home	30.20 33.01 34.42 3.40	
Roadside Trust Fund Sumner Knight Memorial Chapel Public Library Trust Fund	262.61 691.55 1,943.46	
Park Trust Fund Recreation Trust Fund Cemetery Trust Fund Monadnock View Perm. Improvements Charitable	225.83 48.65 8,738.10 305.24 403.14	
Ministers Lot Cemetery Perpetual Care	234.64 4,550.00	17,504,25
LOANS AND NOTES		· Aller
Tax Anticipation Notes, 1959 West Keene Interceptor Sewer Note	892,306.66 39,940.00	932,246.66

OTHER ITEMS

OTHER TIENS		
Assessors Machine	2,028.38	
Police Benevolent Fund	2,995.30	
F. I. C. A.	10,723.02	
Federal Witholding Taxes	58,083.37	
Sealer Retirement Fund	246.48	
Police Retirement Fund	3,573.69	
Firemen Retirement Fund	3,544 33	
General Retirement Fund	6,579.10	
Blue Cross	6,724.10	
Cash Investment	590.83	
Railroad Square	9,862.49	
West Keene Interceptor Sewer	1,101.21	
Union School District (Note)	1,000.00	
Due from Water Utilities	9,618.52	
Public Works, Garage	10,975.77	127,646.59
PARKING METER RECEIPTS		
Duncan Parking Meters	26,566.93	
Regular Meters	29,401.69	55,968.62
MISCELLANEOUS REVENUE		
Interest on Taxes	8,982.05	
Motor Vehicle Permits	98,548.48	
Dog Licenses	2,993.55	
Court Fines		
	7,211,33	
Sale & Rent of City Property	738.00	
Licenses & Permits	1,968.50	
City Clerk Fees	3,994.78	104 040 00
Collector's Cash Adjustment	207.00	124,643.69
REFUNDS TO DEPARTMENTS		
Insurance	441.65	
City Manager	1.20	
Contingency Fund (Armory)	460.00	
General Government	17.16	
Municipal Court	3.13	
Municipal Building	672.59	
Accounting Department	1,255.45	
Assessors	12.86	
Tax Collector	47.74	
Police Department	3,270.35	
Fire Department	140.01	
	25.76	
Engineering Public Works Solories		
Public Works, Salaries	691.38	
Public Works, Administration	734.50	
Public Works, Summer	375.12	
Public Works, Winter	56.13	
Forestry	200.00	
Airport	643.52	
Health	9.18	
Welfare	1,385.81	
Cemetery	249 48	
Civilian Defense	15.00	
Police Capital	136.59	
Fire Capital	18,890.00	
Street Improvements	2,501.68	
Maple Acres Sewer Project	8,182.96	40,419.25
Total Cash Income for 1959		3,793,256.89

STATEMENT OF CASH DISBURSEMENTS FOR 1959

STATEMENT OF CASH DISBURSE	EMENTS FOR 1959	,
TAX ACCOUNTS		
Poll Taxes Property Taxes, Delinquent Tax Title Liens Head Taxes Head Tax Penalties	38.00 9.05 27,757.19 100.00 1,108.50	29,012.74
EMPLOYEES DEDUCTIONS		25,012.11
Police Benevolent Fund	2,995.30	
F.I.C.A. Federal Withholding Taxes Police Retirement Fund Sealer Retirement Fund Firemen Retirement Fund General Retirement Fund Blue Cross Insurance	2,595.30 9,861.33 57,991.05 3,573.69 246.48 3,538.33 6,579.10 7,160.80	
		91,946.08
TRUST FUNDS		
Cemetery Perpetual Care Minister's Lot Sumner Knight Memorial Chapel Public Library Trust Fund	4,550.00 234.64 497.85 248.34	
Monadnock View Perpetual Care Deluge Hose Fund Keene City Band Elliot Community Hospital Invalid's Home Cemetery Trust Fund Charitable Trust Funds Monadnock View Permanent Impr. Recreation Trust Funds	2,850.00 30.20 33.01 34.42 3.40* 241.24 410.00 343.52 142.65	
		9,378.03
MISCELLANEOUS		
Union School District (Note) Sealer of Weights & Measures Dog License Expense Refunds - Motor Vehicle Refunds - Interest Licenses & Permits Expense Bicycle Registration Expense State Head Taxes Bond & Debt Retirement Tax Due Water (Sale of Timber) Reserve for Taxes, Overlay Assessors Machine Account Rhode's Property	1,000.00 160.86 174.67 130.07 1.51 100.00 120.00 40,496.55 246.24 518.52 2,143.78 593.62 173.81	
New Hampshire Bounties	34.50	

NEW CONSTRUCTION

West Keene Interceptor Sewer	35,575.81	
Maple Ave. & Winchester St. Sewers Railroad Square	101.44 56,235.17	91,912.42
TAX ANTICIPATION NOTES, 1959		892,306.66
UNION SCHOOL DISTRICT		1,257,659,75
COUNTY TAX, 1959		121,692.31
PARKING METERS		
Old Meters New Meters	33,812.89 15,437.49	49,250.38
INVENTORY - Highway & Sewer		40,949.73
GARAGE EQUIPMENT ACCOUNT APPROPRIATION ACCOUNTS		89,929.14
General	924,145.21	
Capital	100,138.00	1,024,283.21
FD-4-1 Ct. 1. There are 1914-1-1-1 1050		40 744 044 75

BALANCE SHEET

DEBITS

CASH		
Cash in Bank Savings Bank	515,799.74 6,370.45	F00 00T 10
Petty Cash	517.00	522,687.19
TAXES RECEIVABLE		
Poll Property Taxes, Current Property Taxes, Delinquent Head Taxes	3,727.15 241,071.72 2,655.94 12,551.51	
Timber Taxes National Bank Stock	1,202.38 20.00	261,228.70
TAX TITLE LIENS		18,455.53
TAX DEEDED PROPERTY		752.57
ACCOUNTS RECEIVABLE		
Sidewalks Cemetery Sewer Airport	18.14 2,383.00 1,996.61 1,113.00	
Fire	65.00	5,575.75
	7	
MISCELLANEOUS	000.00	
State Gas Tax Sumner Knight Chapel Due from Water Airport Construction Blue Cross New Hampshire Bounties	298.28 152.25 58,811.70 7,224.21 23.02 34.50	
West Keene Interceptor Sewer	37,126.60	103,670.56
ECHITAFA HIDTO TALCOASTI		
ESTIMATED INCOME	10.005.004	
Local Taxes State Taxes	19,265.20* 5.12*	
Miscellaneous Departmental	8,630,21* 2,907.63*	30,808.16*
	2,001.00	30,000.20

INVENTORY - Highway & Sewer

34,799.09

916,361.23

CREDITS

DUE STATE		
Head Taxes Head Tax Penalties	15,794.92 826.50	16,621.42
APPROPRIATION ACCOUNTS		
General Capital	8,327.62 57,988.20	66,315.82
TRUST FUNDS		
Monadnock View Perm. Imp. Charitable Library Parks Recreation Roadside Cemetery	8,145.41 13.97 6,172.23 966.50 188.89 773.58 8,738.10	24,998.68
MISCELLANEOUS		
Rhode's Property Sale of Property Assessors Machine Sealer of Weights & Measures F.I.C.A. Withholding Taxes Collectors Cash Adjustment Railroad Square Account Notes Payable Monadnock View Cemetery Sale of lots Union School District Cash Investment	129 20 5,600.00 1,702.53 588.00 2,798.39 5,325.00 207.37 3,876.79 39,940.00 1,340.00 617,858.83 590.83	679,956.94
RESERVES		
Bond Fund Cancelled Bonds and Checks Parking Meters (Old) Duncan Parking Meters Garage Equipment Airport Seal Coating	400.00 1,709.85 10,182.29* 20,214.03 9,348.20 460.74	
Tax Abatements	3,949.56	25,900.09
SURPLUS		
Unappropriated Arising from Inventories	76,178.19 26,390.09	102,568.28

Bal 12/31/59		8,327.62
Cash Rec	441.65 1.20 460.00 17.16 3.13 672.59 1,255.45 140.01 25.76 691.38 734.50 375.12 56.13 56.13 1,385.81 1,385.81 15.00	10,693.01
Trans. In	542.37 2,866.91 6,341.75 2,973.00 1,052.73 979.33 979.33 979.33 979.33 1,625.91 52.00 1,625.91 8,849.31	27,346.80
Trans. Out	1.20 2,242.86 342.37 74.25 138.64 16.00 43.27 213.15 896.24 96.59 600.10 31,396.89 27,281.07 9,846.67 4,050.25 144.23 117.97 122.85 129.11 615.74	78,269.45
Bills	20,000.00 23,764.22 1,400.00 31,686.68 688.96 5,861.00 2,477.73 2,403.07 4,873.42 23,498.11 2,997.88 1,162.80 2,510.00 1,880.58 4,033.14 72,980.58 4,033.14 2,000.28	452,058.77
Payrolls	9,332.50 182.52 4,780.00 5,303.80 2,891.00 8,150.00 8,150.00 8,728.46 13,726.11 15,223.99 10,197.49 10,197.49 10,033.64 19,033.64 19,033.64 12,772.82 12,811.10 5,702.94 29,493.39 535.00 100.00	472,043.94
Approp.	H H	972,659.97
General Accounts	Hydrant Rental Insurance City Manager Contingency Fund General Gov't. Adms. General Gov't. Adms. City Clerk City Clerk Elections Municipal Bug. Accounting Dept. Ascessor's Tax Collector Street Lighting Police Department Fire Department Foresty Recreation Dept. Foresty F	Miscenaneous

CAPITAL SUMMARY

01,986.4U	129,439.61	29,711.23	1,512.50	119,506.01	36,758.07	
00 000 12	12:270	00 244	2	1,000 and	1	Cemetery Construction
20.01	404.20			1 990 000	(S 417.30	Ladies Fark Improvements
840.51Cr.	9,023.47	8,182.96			دب	Maple Acres Sewer Project
4,041.76	21,727.96			25,752.91	16.81	Sewer Improvements
1,000.00		,		1,000.00		Land Purchase-Vernon St.
						St. Sewers
.00Cr.	1,303.61			1,303.61		Maple Ave & Winchester
2,500.00				2,500.00		Equipment Storage Space
1,913.48	1,501.41				nts 3,414.89	Beaver Brook Improvements 3,414.89
807.29	14,308.85		1,500.00	13,613.00	3.14	Drain Construction
40,440.00				10,380.00	30,060.00	T. R. A.—B
2,433.13	22,468.55	2,501.68		21,543.88	856.12	Street Improvements
268.54	10,013.39			10,000.00	281.93	Sidewalk Improvements
27.00	1,819.52			1,819.52	27.00	T. R. AA
67.96					67.96	Information Booth
12.81	1,300.01		12.50	1,293.50	6.82	Cemetery Department
62.00	4,527.00			3,864.28	724.72	Park Department
33.00					33.00	Health Department
126.36					126.36	Airport
1,484.70	8,565.30			9,841.89	208.11	Public Works Equipment
200.00	125.00			625.00		Engineering Department
.00Cr.	23,390.00	18,890.00		4,500.00		Fire Department
1,128.83	3,586.18	136.59		4,578.42		Police Department
40.25	429.75			470.00		Tax Collector
2.00	195.00			200.00		Assessor's
27.97	1,400.55			1,400.00	28.52	Accounting Department
1,500.00	2,000.00		•	3,500.00		City Hall Alterations
.00Cr.	485.39	٠			485.39	City Hall Oil Burner
12/31/59	tures	Receipts	In	Budget	Carry-overs	
Balance	Expendi-	Cash	Transfers	1959	1958	Department

STATEMENT OF INCOME AND EXPENDITURES BY THE MONTH

Month	Receipts	Expenditures	Balance End of Month
December, 1958	2000-200		466,757.43
January, 1959	71,790.85	325,382.33	213,165.98
February	291,730.50	319,105.46	185,790.99
March	204,072.96	238,222.84	151,641.11
April	471,029.06	* 249,168.05	373,502.12
May	61,481.55	245,331.34	189,652.83
June	95,677.14	174,954.50	110,374.97
July	275,331.36	** 283,577.85	102,128.48
August	173,757.39*	*** 185,979.05	89,906.82
September	358,425.22	**** 307,660.14	140,671,90
October	360,111.55	264,842.11	235,941.34
November	1,301,858.09	902,028.05#	635,771.38
December	422,460.39	542,432.03# ₇	# 515,799.74

^{*}Including \$400,000.00 Temporary Loan

**Including \$200,000.00 Temporary Loan

***Including \$100,000.00 Temporary Loan

****Including \$200,000.00 Temporary Loan

#Paid Off \$600,000.00 Temporary Loan

##Paid Off \$300,000.00 Temporary Loan

GENERAL DEBT STATEMENT DECEMBER 31, 1959

	nding	370,000.00	67,000.00 310,000.00	\$ 747,000.00		nding	156,000.00 180,000.00	\$ 336,000.00		es Outstanding	15,750.00	21,205.42	39,940.00	
	Bonds Outstanding	370	310,	\$ 747		Bonds Outstanding	156 180	\$ 336		Notes Outsta	15	21,2	39,	
	Issued	470,000.00	75,000.000	\$ 895,000.00	TN	Issued	240,000.00	\$ 440,000.00		Issued	21,000.00	5,000.00	39,940.00	Perinter and the second
DECEMBER 31, 1838	Date of Maturity	1975	1977		WATER DEBT STATEMENT DECEMBER 31, 1959	Date of Maturity	1972		SHORT-TERM DEBT DECEMBER 31, 1959	Date of Maturity	1960	1960 1960	1960	
DECEME	DIssue	1955	1957 1957		TER DEBY	Dat Issue	1952 1957		SHORT-T.	Dat Issue	1958	1958 1958	1959	
	Rate of Interest	2.70%	3.40%		WA	Rate of Interest	1.80% 3.30%			Rate of Interest	2.50%	2.50%	2.50%	
	Description	Sewer Improvements	Winchester St. Sewer Municipal Parking Lot			Description	Pumping Station Crosstown Water Main	King G. Brd-		Description	Hastings Ave. Sewer	Winchester St. Sewers Airport Seal Coating	west Keene interceptor Sewer	

CITY OF KEENE

COMPARATIVE STATEMENT ESTIMATED AND ACTUAL REVENUE TWELVE MONTHS ENDING DECEMBER 31, 1959

LOCAL TAXES	Estimate Per Budget	Actual To Date	of Estimate
Poll Taxs	14,000.00	13,756.70	98.3
Property	832,409.73	616,802.82	74.1
National Bank Stock	4,755.30	4,745.30	99.8
Timber Yield	1,300.00	1,204.48	92.7
STATE CREDITS			
Interest & Dividends	43,400.00	43,400.30	100.0
Savings Bank	1,200.00	1,212.57	101.1
Railroad	2,800.00	2,792.24	99.7
Flood Control	3,416.45	3,416.46	100.0
MISCELLANEOUS			
Interest on Taxes	8,500.00	8,982.05	105.7
Motor Vehicle Permits	93,000.00	98,548.48	105.9
Court Fines	5,500.00	7,211.33	131.1
Licenses & Permits	2,100.00	1,968.50	93.7
City Clerk Fees	3,400.00	3,994.78	117.5
Dog Licenses	2,600.00	2,993.55	115.1
Rent, Sale of City Property	300.00	738.00	246.0
Public Works, Sewer	8,500.00	9,535.14	112.2
Cemeteries	4,600.00	5,096.50	110.8
Library Book Fines	1,700.00	1,209.00	71.1
Airport	3,500.00	5,102.32	145.7
Parking Fines	4,200.00	7,548.00	179.7
Fire & Health	200.00	235.50	117.7
Bicycle Registrations	150.00	291.25	194.1
Assessor's Machine	900.00	1,702.53	189.1
Head Tax Revenue	4,734.50	4,410.73	93.1
Surplus Appropriated	45,000.00	45,000.00	. 100.0
	\$ 1,092,165.98	\$ 891,898.53	81.6

TATOORET

PROFIT & LOSS STATEMENT

INCOME	Dec. 1959	Total to Date
Construction	1,287.49	27,481.29
	14,347.11	133,920.51
Sale - Rates	· ·	
Hydrants Rental	860.00	20,860.00
Interest Earned	.00	146.12
Sale of Timber		4,182.28
	\$ 16,494.60	\$ 186,590.20
EXPENSES		
Salaries - Administration & Office	2,490.11	20,286.78
Water Shed - Payroll	.00	.00
Expense.	.00	2,429.42
Mains - Payroll	327.60	5,324.65
Expense,	142.63	4,066.87
Filters - Payroll	1,042.97	7,829.02
Expense	537.35	6,518.38
Hydrants - Payroll	306.09	5,092.54
Expense	27.23	1,447.61
Meters - Payroll	579.44	6,382.78
Expense	56.68	6,471.75
Services - Payroll	1,319.81	13,388.05

De

Expense

Expense

Office & Overhead Expense

Trenches - Payroll

Interest on Bond

Profit

epreciation Expenses:		
Water Supply Structure	277.27	3,326.14
Pumping Station Structure	36.73	440.43
Purification Structure	23.72	283.65
Pumping Station Equipment	343.35	4,119.10
Purification Equipment	260.76	3,128.24
Distribution Mains Equip.	1,732.67	14,767.34
Services Equipment	101.25	1,214.34
Hydrants Equipment	156.98	1,127.51
Meter Equipment	298.73	3,584.87
Other Equipment	261.80	1,170.62
	\$ 12.474.98	\$ 149.859.00

1,627.30

103.30

156.42

264.79

\$4,019.62

.00

23,218.25

817.39

833.61

3,295.66 9,294.00

\$ 36,731.30

WATER UTILITIES BALANCE SHEET ASSETS

DECEMBER 31, 1959

\$ 1,260,490.42

Cash in Bank	42,613.84	
Cash for Depreciation Fund	4,606.63	
Petty Cash	33.00	47,253.47
Accounts Receivables		
Rates	21,561.68	
Construction	3,846.58	25,408.26
Inventories		36,461.79
Water Capital Expenditures		28,920.51
Real Estate - Land		89,150.14
Crosstown Water Main		1,396.93
Water Supply Structure	332,613.81	
Less Depreciation	145,859.73	186,754.08
Pumping Station Structure	11,010.73	
Less Depreciation	3,096.01	7,914.72
Purification System Structure	7,091.24	
Less Depreciation	2,942.23	4,149.01
Store Department Structure	2,239.02	
Less Depreciation	2,239.02	.00
Pumping Station Equipment	41,190.99	
Less Depreciation	26,528.20	14,662.79
Purification System Equipment	31,282.44	
Less Depreciation	24,193.00	7,089.44
Distribution Mains	1,107,551.40	
Less Depreciation	386,397.81	721,153.59
Services	60,716.77	
Less Depreciation	14,749.93	45,966.84
Hydrants	56,375.47	
Less Depreciation	28,348.42	28,027.05
Meters	89,621.66	
Less Depreciation	76,670.81	12,950.85
Other Equipment	11,706.15	
Less Depreciation	8,475.20	3,230.95
		-

LIABILITIES

Accounts Payable - General Fund	58,811.70
Municipal Investments	775,664.86
Surplus Arising from Inventories	36,443.28
Due Bond Fund	156,000.00
Bond - Crosstown Water Main	180,000.00
Notes Payable - C. B. Knight	3,463.00
Deficit	10,048.01*
Surplus Reserve	23,424.39
Current Surplus	36,731.20

CITY OF KEENE WATER UTILITIES

COMPARATIVE STATEMENT ESTIMATED AND ACTUAL REVENUE TWELVE MONTHS ENDING DECEMBER 31, 1959

	Estimate Per Budget	Actual to Date	% of Estimate
Water Rates	129,750.00	133,920.51	103.2
Service Connections	19,000.00	27,481.29	144.6
Hydrant Rental	20,840.00	20,860.00	100.1
Sale of Timber	3,463.00	4,182.28	120.7
	\$ 173,053.00	\$ 186,444.08	107.7



